

JOB DESCRIPTION – CLERK TO THE COUNCIL

Overall Responsibilities

The Clerk to the Council/Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. *The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. *The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. *The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

2. To monitor, review and ensure the Council's records for audit purposes and VAT are prepared and balanced with the support of the Finance Officer.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval other than where such duties have been delegated to another Officer or Councillor.
5. To attend all meetings of the Council and all meetings (temporary via Zoom) of its committees and sub-committees other than where such duties have been delegated to another Officer or Councillor.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To report, monitor and ensure that invoices for goods and services are paid for by the Council. To issue invoices on behalf of the Council for goods and services and to ensure payment is received, this with the support of the Finance Officer.

8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To draw up both on their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Annual Parish Meeting; to attend the assemblies of the Annual Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.

- 14.** To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- 15.** To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 16.** To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- 17.** To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
- 18.** To handle George Moore Community Centre specific tasks as listed on the attached Annex.

Annex

- **Finance:-**

- Regular reporting of all financial issues.

- **Tenant Management:-**

- Receiving and resolving commercial tenant queries.
- Advertising leases that expire/are relinquished and dealing with admin relating to new tenants.

- **Personnel:-**

- Line Manager for staff and undertaking annual Line Manager Performance review.
- Liaising with cleaners re ongoing service provision, reporting issues.
- H&S – keeping up to date with legislation and implementing necessary changes.
- Liaising with Volunteer Working Party to agree and progress projects

- **Joint Tasks (with the staff team):-**

- Checking café is kept clean and tidy throughout the working day.
- Checking function rooms in between bookings Caretaker/Clerk/Assistant Closing/opening the building on daily basis.
- Arranging back-up to open/close the building during absences/holidays.
- First Aider role – includes training.
- Fire Warden role – includes training.
- Front of house, dealing with general enquiries/updating notice-board at Centre.

This list is not necessarily the complete list of tasks and may be adjusted as appropriate.